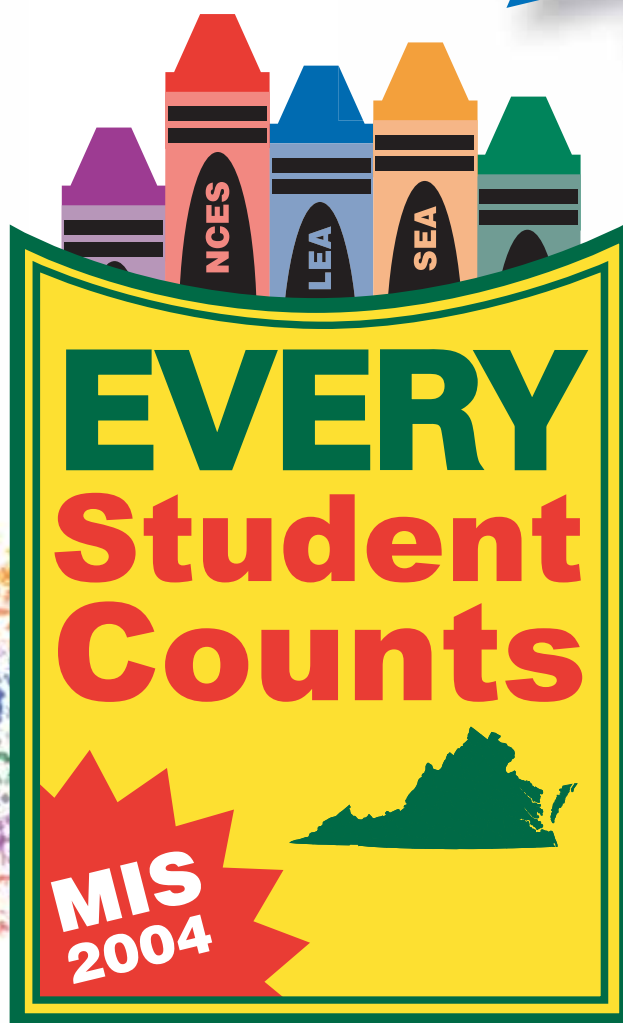


17th Annual **MIS CONFERENCE**



Renaissance Portsmouth Hotel
Portsmouth, Virginia
February 25-27, 2004

Sponsored by the National Center for Education Statistics
and the Virginia Department of Education

17th Annual MIS Conference *Every Student Counts*

Sample Sessions from Previous Year

Using a Decision Support System in the Los Angeles Unified School District (LAUSD)

The Paperless Handbook: A Demonstration of the Handbook Database

What Are They Doing and Where Did They Come From: Florida's K-20 Educational Information System

Group Discussion: Performance-Based Data Management Initiative



Get Continual Updates from the Web

Please take advantage of our online MIS conference registration form by visiting the MIS conference web site at:

<http://nces.ed.gov/conferences>

A registration form and other conference materials, such as a list of preliminary topics, a link to the conference hotel, and links to last year's sessions, can also be found on the web site. Visit the site from now until the week of the conference for continual updates on schedules, speakers, nighttime activities, etc.

- How are other state data systems handling the reporting requirements for No Child Left Behind? What happens when data are housed in different systems across the agency?
- What are the new technical, practical, procedural issues and ideas in student record systems? Will developments in electronic data standards contribute to their efficiency and security?
- What is new in the area of web-based report cards, interactive decision support systems, other approaches to making data more usable for policy and instructional decisions?
- Are there any new tools (no cost is better!) to help me improve the efficiency, responsiveness, quality of my information systems? Who is developing/using these? How do I get them?

The 2004 MIS Conference is a concentrated three days of information about best practices, innovative ideas, current issues, and practical how-to advice about management information systems for K-12 education. Co-sponsored by the Virginia Department of Education and the U.S. Department of Education's National Center for Education Statistics (NCES), the MIS Conference brings together the people who work with information collection, management, transmittal, and reporting in school districts and state education agencies.

Over the past 17 years, a state education agency has partnered annually with NCES to bring local, state, and national data professionals together to learn from one another in an informal setting. This year the MIS Conference will offer more than 60 presentations, demonstrations, and workshops conducted by practitioners from K-12 information systems.

You are invited to attend the 2004 MIS Conference in Portsmouth, Virginia, and to submit a proposal for presenting a session that will add to the conference's interest and usefulness.

Topics are invited from all sources, but the major focus will be on data models and data standards, with an emphasis on accountability.

Schedule of Events

Meeting of the National Forum on Education Statistics

Open for Forum members only

MONDAY

2/23/04	7:30 AM	Registration Open Continental Breakfast
	8:30 AM – 12:00 PM	Task Force Meetings
	1:00 – 2:00 PM	Forum Opening Session
	2:15 – 5:00 PM	Standing Committee Meetings

TUESDAY

2/24/04	7:30 AM	Registration Open Continental Breakfast
	8:30 AM – 4:00 PM	Standing Committee Meetings

MIS Conference

WEDNESDAY

2/25/04	7:30 AM	Registration Open Continental Breakfast
	8:30 AM	Opening Session
	10:45 AM – 4:45 PM	Concurrent Sessions
	6:30 PM	Smorgasbord of the States

THURSDAY

2/26/04	7:30 AM	Registration Open Continental Breakfast
	8:30 AM	General Session
	10:15 AM – 4:15 PM	Concurrent Sessions

FRIDAY

2/27/04	7:30 AM	Registration Open Continental Breakfast
	8:30 – 11:00 AM	Concurrent Sessions
	11:00 AM – 12:30 PM	MIS Closing Plenary

Attendance Costs

For states with Cooperative System contracts, the travel expenses of two participants and the Forum Liaison are included in the Basic Participation task. Meeting costs for these individuals are reimbursed directly by the state education agency and respective state travel regulations apply. NCES will directly reimburse, at the federal per diem rate, the travel and other costs for the local education agency Cooperative System Forum Liaisons, and two participants from those states that do not receive funds through a Basic Participation task. If you are unsure whether your travel can be sponsored through this vehicle, see <http://nces.ed.gov/forum> for lists of state education agency and local education agency Forum Liaisons. As in previous years, the expenses of all other MIS participants and presenters are the responsibility of the individual.

THERE IS NO CONFERENCE REGISTRATION FEE.

Important Dates

Monday, October 6, 2003

Online registration and information regarding the 17th Annual MIS Conference are available on the NCES web site:

<http://nces.ed.gov/conferences>

Friday, December 19, 2003

Cut-off date for submission of presentation, workshop, or demonstration proposals.

Week of January 5, 2004

Presenters and demonstrators notified via e-mail of acceptance or rejection of proposal.

Wednesday, January 28, 2004

Cut-off date for hotel room block. After this date, a sleeping room might not be available at the hotel.

Cut-off date for name to appear in program participants list. All meeting participants' registrations received after this date will have only a name badge prepared in advance.

Monday, February 9, 2004

Cut-off date for late meeting preregistration and for a name badge to be available at the conference. After this date, participants will need to register on site.

Cut-off date for return of Smorgasbord Form.

Information of Interest

Conference web site

<http://nces.ed.gov/conferences>

Renaissance Portsmouth Hotel

<http://www.renaissanceportsmouth.com>

Portsmouth Convention and Visitors Bureau

<http://www.portsva.com>

Norfolk International Airport

<http://www.norfolkairport.com>

Conference Hotel:

Renaissance Portsmouth Hotel
425 Water Street
Portsmouth, VA 23704

Reservations:
(888) 839-1775

Front Desk:
(757) 673-3000

Fax:
(757) 673-3030



Hotel Highlights

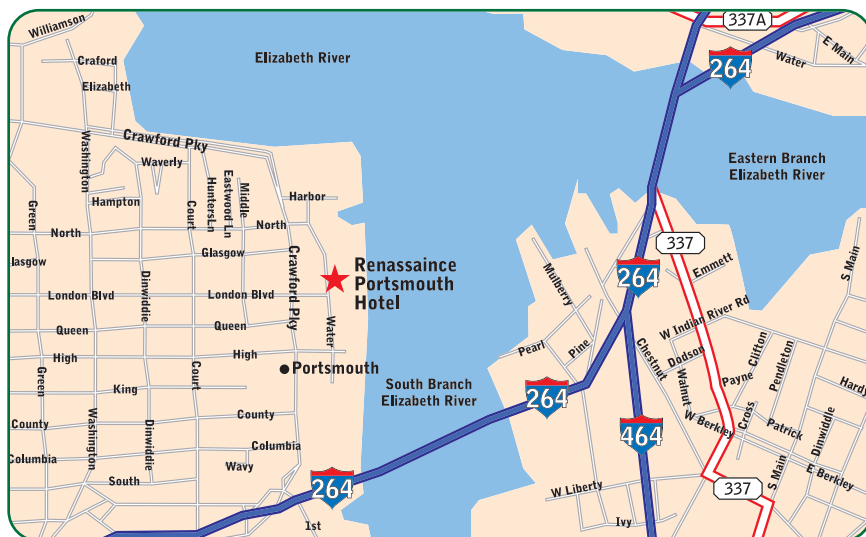
The Renaissance Portsmouth Hotel is a new facility offering the finest of accommodations. It is located on the waterfront in the heart of historic Olde Towne Portsmouth, overlooking the Elizabeth River and the Norfolk Skyline.

Restaurants

The on-property Foggy Pointe Bar and Grill offers a casual, relaxing atmosphere serving breakfast, lunch, and dinner. The menu features contemporary American cuisine influenced by the resources of the Chesapeake Bay. The hotel also offers 24-hour room service. The Portsmouth Renaissance is located within walking distance of many Olde Towne dining options.

Rooms and Services

All guest rooms at the Portsmouth Renaissance have a view of the water. Each room is equipped with an iron and ironing board, hair dryer, coffee maker, Bath and Body Works amenities, two-line telephone with voice mail, and cable TV with in-room movies. The hotel also offers a complimentary daily newspaper, 24-hour fitness center, indoor swimming pool, and free Internet service for conference participants.



Making Your Hotel Reservations (Please Read Carefully)

The Renaissance Portsmouth Hotel will provide accommodations for the 17th Annual MIS Conference.* All participants, including sponsored LEAs, must contact the Renaissance Portsmouth Hotel directly to reserve their sleeping room. Please refer to the meeting schedule on the previous page when making your hotel reservation. The federal per diem rate for Portsmouth, VA is \$55.00 per night plus taxes. The hotel is offering MIS conference participants the same per diem rate for both single and double rooms.

To make your reservations, please call the Renaissance Portsmouth Hotel at (888) 839-1775 or (757) 673-3000 or visit the Marriott web site at <http://www.marriott.com>.

To register by telephone, identify the meeting you are attending as the MIS Conference to receive the federal per diem rate of \$55.00 per night plus taxes. The hotel staff will ask you to provide your credit card number to guarantee your room reservation and to receive a confirmation number.

To register online, go to <http://www.marriott.com>. You will need to submit your credit card information to complete your reservation.

- Go to *Find a Hotel* and enter *Portsmouth, VA* as your destination; click *Find*
- Go to the Renaissance Portsmouth Hotel and Waterfront Conference Center; click on *Check Availability*
- Enter your check-in/check-out dates and the group code, WEMWEMA; click *Check Rates & Availability*. **Please note that you must enter the group code in order to receive the government per diem rate of \$55.00 per night plus taxes.**
- The \$55.00 rate should appear with "MIS Conference" in the description; click *Reserve a Room*.
- Select your room preferences, confirm your details, and complete the guest information page; click *Complete Reservation*.
- Your confirmation number will be sent to you via e-mail.

Reservations for lodging must be made before 8:00 p.m. eastern standard time on Wednesday, January 28, 2004. After this date, the Renaissance Portsmouth Hotel will release the MIS Conference room block for general sale and will accept sleeping room reservations on a space and rate availability basis. Sponsored individuals who book their rooms after January 28, 2004 will be responsible for any increase in room rate over the federal per diem rate of \$55.00 per night plus taxes.

Check-in time at the Renaissance Portsmouth is 4:00 p.m.; check-out time is 12:00 p.m.

If you need to cancel your reservation, you must call the hotel 72 hours prior to your arrival date to avoid incurring any charges.

* In the event the Renaissance Portsmouth Hotel becomes sold out, representatives from the Renaissance Portsmouth Hotel will direct you to overflow rooms at the Holiday Inn Portsmouth. The Holiday Inn Portsmouth is a short walk from the Renaissance Portsmouth Hotel.

Directions to the Hotel

The Renaissance Portsmouth is located in Olde Towne Portsmouth at 425 Water Street.

Getting There By Air

The Norfolk International Airport is approximately 10 miles away from the Renaissance Portsmouth Hotel. It is located at 2200 Norview Avenue, Norfolk, Virginia 23518 and is served by the following airlines: American, Continental, Delta, Northwest, Southwest, and US Airways. For more information, please visit the airport web site at <http://www.norfolkairport.com> or call (757) 857-3351.

Ground Transportation to the Hotel from the Airport

Taxi: Taxi service is located just outside the baggage claim area of the Norfolk International Airport. Taxi fare is approximately \$20 one-way from the airport to the hotel.

Shuttle Service: The Renaissance Portsmouth Hotel does not provide a shuttle service. However, they recommend the Norfolk Airport Express, which departs continuously from the airport. One-way fare is approximately \$24. For more information, please call (757) 857-3991.

Driving Directions

FROM NORFOLK INTERNATIONAL AIRPORT TO THE HOTEL

After exiting the Norfolk International Airport, you will be on Norview Avenue. Take Norview Avenue to I-64 East to I-264 West toward Downtown Tunnel/Portsmouth. Proceed through the Downtown Tunnel and take the first exit immediately after the tunnel (Exit #7). Bear right onto Crawford Street following signs to Downtown Portsmouth. Bear left to stay on Crawford Street. Make a right onto Water Street. The hotel will be on the left.

FROM POINTS EAST

(Virginia Beach) Take I-264 West toward Downtown Tunnel/Portsmouth. Proceed through the Downtown Tunnel and take the first exit immediately after the tunnel (Exit #7). Bear right onto Crawford Street following signs to Downtown Portsmouth. Bear left to stay on Crawford Street. Make a right onto Water Street. The hotel will be on the left.

FROM POINTS WEST/NORTH

(Richmond/Washington, DC) Take I-64 East to I-664 South. Go through the Monitor Merrimac Tunnel. Take I-264 East toward Downtown Tunnel/Portsmouth. Take Exit #7B (before the tunnel). Follow the signs to Crawford Street. From Crawford Street make a right onto Water Street. The hotel will be on the left.

FROM POINTS SOUTH

(Suffolk) Take Route 58 East to I-264 East toward Downtown Tunnel/Portsmouth. Take Exit #7B (before the tunnel). Follow the signs to Crawford Street. From Crawford Street make a right onto Water Street. The hotel will be on the left.

FROM THE CHESAPEAKE BAY

Take I-464 towards Norfolk to I-264 West toward Downtown Tunnel/Portsmouth. Proceed through the Downtown Tunnel and take the first exit immediately after the tunnel (Exit #7). Bear right onto Crawford Street following signs to Downtown Portsmouth. Bear left to stay on Crawford Street. Make a right onto Water Street. The hotel will be on the left.

FROM NORFOLK WATERSIDE TO HOTEL VIA ELIZABETH RIVER FERRY

The Ferry departs every half hour at :15 and :45 after the hour. Exit the Ferry at the second stop, which is the North Harbor landing, next to the Renaissance Portsmouth Hotel. After exiting, continue straight, then follow the walkway to the hotel's main entrance.

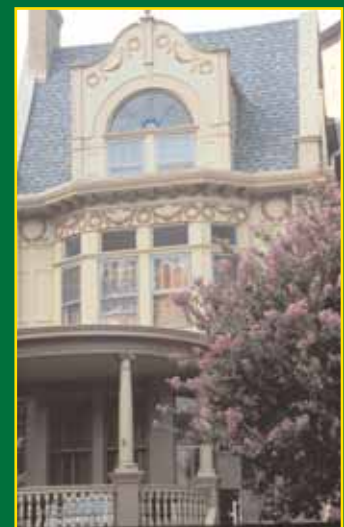


About Portsmouth

Portsmouth is located at the entrance to the Chesapeake Bay on the Virginia Waterfront, in the middle of the Atlantic coast. The port city is a short ferry ride away from Norfolk, a 20-minute drive from Virginia Beach, and less than an hour drive from Colonial Williamsburg. Rich with three centuries of history, Portsmouth offers five museums, historic landmarks, and the charm of Olde Towne Portsmouth's shopping, dining, and sightseeing—all within easy walking distance of one another.

Climate and Conference Attire

February is generally a mild month in Portsmouth. Average daytime highs are in the upper 40s with low humidity. Attire for the conference is casual.



Smorgasbord & T-Shirt Information

Whom to contact

Please mail, fax, or e-mail this form to Robin Smith by Monday, February 9, 2004.

As soon as we receive your form you will be placed on the smorgasbord listserv to receive updates and further instructions.

Westat
Attn: Robin Smith
1650 Research Boulevard, TA 2045
Rockville, MD 20850
Phone: (301) 610-4908
Fax: (301) 294-3992
E-mail: robinsmith@westat.com

Ship to:

Renaissance Portsmouth Hotel
Attn: Kelley Turnbull/MIS Conference
425 Water Street
Portsmouth, VA 23704

Please label your box(es) with your name and check-in date.

What you need to know

- Storage (dry, freezer, and refrigerator) is available at the Renaissance Portsmouth Hotel.
- An electrical outlet, extension cord, and one-half of a 6' x 30" table will be provided.
- The Renaissance Portsmouth Hotel will not provide any utensils, pots/pans, heating elements, kitchen staff, or plasticware.
- In keeping with health code regulations, the chef of the Renaissance Portsmouth Hotel has final approval of any food or beverage served at the hotel.
- The Renaissance Portsmouth Hotel may charge for handling and storage of your food. You will be responsible for any handling fees when you pick up your items.

What to do if you are planning to bring food

On Wednesday night of the conference, participants will get together for a potluck supper and T-shirt exchange. Bring a dish that is representative of your state to share with participants (or just bring yourself). Be creative! Previous years' dishes included Mississippi catfish, cheese and maple candy from New Hampshire, and Chugwater Chili with buffalo meat from Wyoming. Also, you can participate in the T-shirt exchange by bringing a new T-shirt from your state, which will be exchanged for a T-shirt from another state.

If you plan to bring food that represents your state, you will need to complete this form and submit it to Robin Smith at Westat (see contact information at left).

What we need to know

Dimension of box(es): _____

Number of boxes: _____

Name of responsible individual: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Hotel check-in date for responsible individual: _____

Expected time of arrival with food
or date of expected shipment of food: _____

What food items are being stored
or brought to your hotel room: _____

More details on procedures and onsite pickup of stored boxes will be sent via listserv in February 2004 to individuals who have completed this form and submitted it to Westat.

17th Annual MIS Conference *Every Student Counts*

Pre-Registration Form *(Please type or print clearly)*

- ☐ I will attend the Forum only Feb. 23-24, 2004 ☐ I will attend MIS only Feb. 25-27, 2004 ☐ I will attend both the Forum and MIS Feb. 23-27, 2004

Name: _____
Agency/Affiliation: _____
Title/Position: _____
Street Address: _____
City: _____
State: _____ ZIP Code: _____
Phone: _____ Fax: _____
E-mail: _____

Call for Proposals

Topics are invited from all sources, but the major focus will be on data models and data standards, with an emphasis on accountability.

All workshop or session presenters will be provided with a data projector and screen, flipchart, and high-speed Internet connection. No overhead projectors will be provided. More details, including information regarding laptops, will be sent to presenters in January.

Demonstrators in the technology area will be provided with a 6'x30" skirted table, powerstrip, and electrical outlet. A high-speed Internet connection will be available upon request. Demonstrators are responsible for any additional equipment.

I am interested in making a presentation at the 17th Annual MIS Conference: ☐ Yes ☐ No

Session Types

- ☐ Individual or panel presentation/paper (60 minutes) ☐ Workshop (2 hours) ☐ Computer demonstration area

Presentation title: _____

Other presenters, their titles, and their agencies/affiliations:

Please submit an abstract of the proposal presentation in 60-100 words, using complete sentences. This abstract will be used in the conference program.

For information regarding the conference, contact Mary McCrory, Mary.McCrory@ed.gov, at the National Center for Education Statistics, or Bethann Canada, bcanada@mail.vak12ed.edu, at the Virginia Department of Education.

You may fax this form to Erin Dahlberg at (301) 294-3992 or use the enclosed envelope to mail it to Westat, 1650 Research Blvd, TA 2049, Rockville, MD 20850. This form is also available as a PDF at:

<http://nces.ed.gov/conferences>

You may also register for the meeting online at the same URL.

THERE IS NO CONFERENCE REGISTRATION FEE.

Presenters will be asked to bring a CD or diskette of their presentation and/or handouts to the conference. These will be posted on the NCES web site after the conference.



All proposals
are due
by Friday,
December 19,
2003.

National Center for
Education Statistics
NCES



UNITED STATES DEPARTMENT
OF EDUCATION
WASHINGTON DC 20208-5651
Official Business
Penalty for Private Use, \$300

Register now for the
17th Annual Management Information Systems Conference
February 25-27, 2004
Renaissance Portsmouth Hotel • Portsmouth, Virginia

